



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AIR QUALITY SPECIALIST

Class No. 003856

■ CLASSIFICATION PURPOSE

To analyze the effects of traffic, transportation, and growth and development projects on air quality; to provide guidance to public and private sector organizations on the various ways or methods to mitigate air quality impacts from direct and indirect sources; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a professional journey-level class allocated only to the Air Pollution Control District. Under general supervision, incumbents are responsible for analyzing the effects of traffic, transportation systems, and growth and development projects on air quality. This class differs from the Supervising Air Resources Specialist in that the latter is a first line supervisory class responsible for the administration and coordination of the activities of the Air Resources and Strategy Development units.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions: (These functions apply to both options)

1. Reviews and evaluates environmental reports consisting of direct and indirect source analysis and the impact of proposed traffic, transportation, and growth and development projects on air quality.
2. Interacts with other agencies and consultants in planning, implementing, and evaluating direct and indirect source mitigation measures and demand management to improve air quality and mobility.
3. Assists in preparing or revising the State implementation plan.
4. Provides technical analysis on issues related to district policies.
5. Participates in technical advisory committees and provides consultation on air quality direct and indirect source issues.
6. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Direct Sources: Traffic/Transportation – OPTION 1

Essential Functions:

1. Prepares cost-effectiveness studies and evaluations for transportation tactics related to air quality.
2. Advises district staff on transportation planning matters.
3. Responds to public inquiries regarding transportation issues of concern to the district.

Indirect Sources: Growth and Development Projects – OPTION 2

Essential Functions:

1. Monitors City and County land use/planning issues, and advises local decision makers, planners, and staff on District policy relating to indirect source planning matters.
2. Develops indirect source review programs to implement the California Clean Air Act (in conjunction with Federal, State, and local governmental agencies) and reviews mitigation plans and monitors reports on the effectiveness of programs.
3. Interprets District policy and procedures on indirect source matters to the public and outside agency representatives.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles and practices of direct or indirect source review as applied to air quality control.
- Principles and practices of planning and engineering as applied to air quality control.
- Federal and State air pollution control laws and regulations.
- Concepts and factors of trip/traffic generation.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Review technical reports on proposed projects to analyze the direct or indirect source effects on air quality.
- Develop, implement, and evaluate direct or indirect source mitigation measures and review programs.
- Develop District guidelines for evaluating direct or indirect source impacts and formulating mitigation measures for proposed projects.
- Prepare cost-effectiveness studies and evaluation reports.
- Read, understand, and interpret air quality regulations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university with major coursework in urban/environmental planning, environmental or physical science, engineering, or a related field, AND, two (2) years of recent professional experience performing transportation engineering, transportation systems/demand management, or environmental planning and evaluations, OR
2. One (1) year of experience as an Associate Air Resource Specialist with San Diego County's Air Pollution Control District.

**Note:** Previous experience performing environmental planning and evaluations with emphasis on mitigation of indirect source air quality impacts is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

Working Conditions

Office and field environments.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

\Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: January 8, 1990**  
**Revised: April 25, 1993**  
**Retitled: October 31, 2003 (From: Air Quality Specialist – Indirect Sources,)**  
**Revised: December 14, 2003**  
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Air Quality Specialist (Class No. 003856)

Union Code: PR

Variable Entry: Y